

Coast Guard: SP-211, SP-214

Marines: SP-210, SP-215

Additionally, Marine students should check-in to the Marine Corps Detachment, Building 144, 144 Taylor Drive, with the following: (a) original orders, (b) Officer Qualification Record (OQR), (c) Pay record, (d) Health record, and (e) Dental record.

Check-out Procedures

The Dean of Students will approve detaching dates for Navy students. Civilians will coordinate dates with their Agency and the Dean of Students. Marine, Coast Guard, Army, and Air Force students will negotiate their detaching dates with their senior service advisors. Each student should be prepared to execute the following check out procedure in detaching from the Naval War College.

Check out forms will be distributed approximately four weeks prior to graduation. All students will receive one change of address form. NWC I.D. badges and carpool passes must be accounted for, and must be turned in to the Security Office, Room C-119. Safes must be locked with the drawer closed. Any audiovisual equipment checked out during the year should be returned to the Audio Projection Branch, Room SP-107.

Navy students will check out with the Dean of Students Office, Room H-109 during regular working hours on the day of detachment. If the day of detachment is a non-working day, check out will take place during normal working hours on the last workday prior to leaving. If detaching on graduation day, transfer packages are typically available in the Dean of Students Office, Room H-109. Otherwise they can be picked up at PSD Newport, Bldg 690.

Army and Air Force, Marine Corps and Coast Guard students will check out with their respective senior service advisor and the Administrative Services Office on the day of detachment and complete a check out form prior to detaching.

Civilian Students will select a date of detachment, on or after graduation, that is agreeable with the Dean of Students and their respective agency, and which will permit the carrying out of their orders. Prior to detachment, a completed check out sheet must be submitted to the Dean of Students Office.

The following items will be available on the day of detachment unless other arrangements have been made:

- a) Degree/Diploma
- b) Letter of Completion

c) Original orders and copies

Medical records for military personnel should be picked up at the Navy New Ambulatory Care Center, Newport. Dental records should be picked up at the NWC Dental Clinic.

The *Naval War College Review* offers a free subscription to all graduates. Sign up in the Dean of Students Office. You will need to update your address/request every two years.

Transcripts are available 30 days after graduation. To order a transcript the following information is required. Name, Address, Social Security Number, Month/Year of Graduation and Class Attended (CNW/CNC&S). Please **sign your request** and send to: Registrar, Naval War College, 686 Cushing Road, Newport, RI 02841-1207. The request must have an original signature and be signed by you. Telephone requests are not accepted. There is no charge for this service but the maximum number of transcripts per request is three. Additionally, a transcript request form is available on the College's website.

For students remaining at NWC as staff/faculty, the detachment date is normally the day of graduation. The student check out process should be conducted concurrently with the staff check in process. The student check out form must be completed and returned to Room H-109, while the staff check-in sheet must be completed and returned to the Administrative Services Office. The student should coordinate his/her reporting date with the department for which he/she will work. On reporting, the individual must physically report to the Personnel Support Detachment, Bldg 690 for processing.

Officer Records

Officer records are maintained by the following facilities:

Navy—(Record of Emergency Data and SGLI Certificate only) Personnel Support Detachment (PSD), Bldg 690, NAVSTA Newport. Telephone: 841-1267 (students)

Marine—Marine Corps Administrative Detachment, Bldg 71, NETC Newport. Telephone: 841-3253

Coast Guard—Commander (Persu), CAPT John Foster Williams Bldg., 408 Atlantic Avenue, Boston, MA 02210-2209

Air Force—Records Section, Hanscom AFB, MA 01731

Army—U.S. Army Student Detachment, Fort Jackson, SC 29207

Civilians—Personnel Office of Parent Agency

Marine, Coast Guard, Army and Air Force officers conduct personnel transactions through the offices of their senior service advisors. Navy officers conduct personnel matters through the Dean of Students Office. Civilians work directly with the personnel office of their parent agency.

Fitness Reports

Upon graduation, Navy students receive a “not observed” fitness report from the Dean of Students, or the President if graduating “With Distinction” or “With Highest Distinction.” This report describes the courses taken, noteworthy academic achievements, and any awards received. Periodic reports are not usually required for officers in a duty under instruction status. However, if students become aware that their record will be before a selection board and they desire a periodic report for continuity purposes, the Dean of Students Office should be informed as far in advance of the board convening date as possible. Officers in other services have their fitness reports written by their senior service advisors. Civilians will receive a Letter of Completion from the Dean of Students.

Pay

Leave and Earnings Statements for Navy students are available online - www.dfas.mil. Army, Air Force, and Coast Guard pay slips are mailed directly to the service member by their finance office. Students of these services who experience difficulties with pay should see their senior service advisors.

Civilians receive their paychecks directly from their parent agency. Civilian students who experience difficulty in receiving paychecks should seek assistance from the Human Resources Advisor, Room C-142.

Absences

While NWC is an educational institution, it is still a military institution with all the attendant responsibilities. Students have as their primary duty attendance and preparedness to participate in class and other functions as assigned by the College. Students are required to fulfill all academic requirements, and attend all scheduled events and functions. Students assigned to the Center for Naval Warfare Studies for an Advanced Research Project (ARP) or as part of the Mahan Scholars Program are also required to attend lectures by service chiefs, combatant commanders, and other dignitaries.

Prior to any absence, students who have legitimate reasons for missing a curriculum lecture, seminar or event must first receive permission from the Dean of Students. This is accomplished by the completion and routing of a “yellow sheet” available in the Dean of Students Office.